



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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CCO 5040.5H  
32  
29 Mar 04

COMBAT CENTER ORDER 5040.5H

From: Commanding General, Marine Air Ground Task Force Training Command,  
Marine Corps Air Ground Combat Center  
To: Distribution List

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM (SHORT TITLE: CGIP)

Ref: (a) MCO 5040.6G.

Encl: (1) List of Commands and Directorates Subject to Inspection Under  
the Commanding General's Inspection Program  
(2) Inspection Principles, Grading System and Definitions  
(3) Guidelines for the Commanding General's Inspection Program  
(4) Functional Area Augment Inspectors  
(5) Inspection Notification Letter and Reports

Reports Required: Inspection Notification and Report (Reports Control Symbol  
EXEMPT). Appn A to encl (5)

1. Situation. The purpose of this Order is to promulgate policy and procedures concerning the Commanding General's Inspection Program.

2. Cancellation. CCO 5040.5G.

3. Mission. Conduct inspections of all subordinate units and personnel on a biennial basis, and additional inspections as required or appropriate. Hear Request Mast cases during CGIP inspections per the reference.

a. Information. The reference directs major subordinate commanders to inspect all personnel and units under their command every two years, enclosure (1). Enclosures (2) through (5) provide specific direction concerning the scope, grading, collecting, and reporting of these inspections.

b. Background. The CGIP is designed to permit the Commanding General to assess and to enhance the ability of the Combat Center to perform its assigned missions. Additionally, the CGIP is designed to permit the Commanding General to:

(1) Promote economy, efficiency, effectiveness, and readiness of all subordinate units and personnel.

(2) Detect and prevent fraud, waste, abuse, mismanagement, discrimination, sexual harassment, and related improprieties.

(3) Maintain an oversight and follow-up system that monitors and tracks Command actions taken to correct reported findings.

4. Execution

a. Combat Center Inspector

- (1) Coordinate and supervise the conduct of the CGIP.
- (2) Ensure the Inspector Division staff and functional area augment inspectors are qualified and properly trained to conduct inspections.
- (3) Prepare the required inspection reports for submission, as listed on Appendix A to enclosure (5).

b. Directors and Special Staff Officers

- (1) Provide functional area augment inspectors to conduct those inspections identified by the Combat Center Inspector as necessary to evaluate the efficiency and effectiveness of the Combat Center in functional areas under their cognizance.
- (2) Coordinate staff assistance visits in the functional areas under their cognizance, upon request.
- (3) Keep the Combat Center Inspector informed of significant problems encountered during the inspection process.
- (4) Forward to the Combat Center Inspector all results of external agencies evaluating Center-level activities as they become available.

c. Commanding Officer, Headquarters Battalion

- (1) Provide functional area augment inspectors to conduct military inspections identified by the Combat Center Inspector.
- (2) Identify your command's overall coordinator for the CGIP. Submit the name of the coordinator, in writing, to the Combat Center Inspector. Resubmit anytime there is a change in coordinators.
- (3) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas identified in the inspection report. Provide the Combat Center Inspector with a report of the corrective action taken as directed in Appendix A to enclosure (5).

d. Commanding Officer, Marine Corps Communication-Electronics School

- (1) Provide functional area augment inspectors to conduct military inspections identified by the Combat Center Inspector.
- (2) Identify your command's overall coordinator for the CGIP. Submit the name of the coordinator, in writing, to the Combat Center Inspector. Resubmit anytime there is a change in coordinators.
- (3) Maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct deficiencies identified in the inspection report. Provide the Combat Center Inspector with a report of the corrective action taken as directed in Appendix A to enclosure (5).

5. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via guard mail. This Order can be viewed at <http://www.29palms.usmc.mil/dir/manpower/adj/index.asp>.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Total Force.

  
J. D. NICHOLS  
Chief of Staff

DISTRIBUTION: A-1

List of Commands and Directorates Subject to Inspection Under the Commanding  
General's Inspection Program

Headquarters Battalion  
Marine Corps Communication-Electronics School  
Communication and Data Directorate  
Comptroller Directorate  
Business Management Directorate  
Human Resources Office  
Inspector Division  
Installation and Logistics Directorate  
Public Affairs Office  
Manpower Directorate  
Marine Corps Community Services  
Naval Hospital, 29 Palms  
Office of the Staff Judge Advocate  
Operations and Training Directorate  
Provost Marshal  
Religious Ministries Directorate  
Reserve Support Unit  
Tactical Training Evaluation and Control Group  
23d Dental Company

ENCLOSURE (1)

## Inspection Principles, Grading System and Definitions

1. Principles. The inspection process is a valuable tool, not only for the Commanding General to evaluate the readiness of units charged to him, but also to the command being inspected. With the proper mental attitude (Inspect, Assess, Assist) of the inspectors and the unit, the inspection process can be a learning tool. In order to best serve the unit being inspected, the augment inspectors must consider themselves an instructor/teacher as well as the duty expert. Listed below are inspection principles outlined in reference (a).

a. The fundamental purpose of an inspection is to assess and enhance the ability of a unit to prepare for and to perform its assigned mission.

b. Inspections will identify root causes of problems, particularly those beyond the capability of the commander to solve.

c. Inspections will be decentralized whenever possible.

d. Inspections will foster a climate of trust and confidence.

e. Inspector's will respect and uphold the commander's authority.

f. The number, frequency and types of inspections will be held to a minimum.

g. Duplication among inspections will be avoided.

h. Inspections will recognize excellence.

i. Inspections will be positive, productive learning experiences for the Marines.

j. Inspections will result in a written report.

k. The inspection process will include follow-up and resolution of problems, which are beyond the ability of the inspected unit to solve.

2. Grading System. Keeping the grading system within the overall parameters associated with the Combat Center mission, the following grades shall be assigned:

a. Mission Capable. The command/unit possesses and uses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

b. Non-Mission Capable. The command/unit does not possess or does not use the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

3. Definitions. For the purpose of this Order the following definitions apply:

ENCLOSURE (2)

a. Audit. An independent and objective examination of financial statements, internal controls, and/or the efficiency and effectiveness of management activities. Government audits are highly formalized reviews which must be performed per the Generally Accepted Government Auditing Standards (GAGAS) and by professionally qualified auditors.

b. Checklists. A written set of guidelines for specific functional areas which:

(1) Outline the general elements needed for day-to-day administration and operation.

(2) Provide guidelines for internal evaluation.

(3) Provide standardized criteria for the conduct of an inspection.

c. Discrepancy. An error or failure to comply with guidance, direction, or action as required in appropriate and applicable directives.

d. Evaluation. An official appraisal of, or study to determine the significance, validity, effectiveness, and/or value of a particular program or event.

e. Finding. A significant problem within the command which:

(1) Detracts from the command's readiness.

(2) Involves or could lead to waste, fraud, or abuse.

(3) Involves issues of health, morale, or welfare of the unit's Marines or Sailors.

(4) Significantly deviates from higher headquarters policies and procedures.

g. Follow-up Inspection. An inspection of the action taken by a unit to correct deficiencies identified during a previous inspection. The purpose is to assess whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient, and is practical and feasible. Follow-up inspections shall be unannounced.

h. Inspection. An official evaluation of a unit where the results of findings are reported in writing to any higher headquarters. Not included are audits performed by recognized audit groups under formal audit standards.

i. Shall. Mandatory.

j. Staff Assistance Visit. An unofficial evaluation requested by the unit or directed by a senior commander. The results will be used exclusively for the purpose of training unit personnel and will not be used to compare or to provide the basis of evaluation of past performance. The results are provided only to the commander or the officer in charge of the visited unit.

#### 4. Inspection Checklist

a. The Automated Inspection Reporting System (AIRS) contains the inspection checklists that are updated by HQMC/MCCDC. These checklists contain those areas, at a minimum, that should be inspected in any one functional area. Although not all encompassing, checklists are intended to provide commands with the basic guideline necessary to perform day-to-day administration and operations. A list of functional areas inspected aboard the Combat Center are contained in enclosure (4).

b. Inspectors shall use the appropriate checklist when conducting an inspection. The information contained on the checklist shall be the minimum criteria used for inspecting the functional area listed. The Combat Center Inspector may add items to the inspection checklist, based on applicable Marine Corps directives, if the additional items provide a more complete picture of the status of the inspected unit.

c. A copy of the completed inspection checklist will be provided to the commander of the inspected unit and will form the basis for any required corrective action and/or refinement to successful programs. Augment inspectors will address findings and discrepancies noted and provide appropriate comments and suggestions to correct shortcomings.

d. Commanding Officers, Directorates and Special Staff Officers may request current copies of the inspection checklist through the Combat Center Inspector Division.

e. Recommended additions and/or deletions to the inspection checklist should be forwarded, in writing, to the Combat Center Inspector Division.

5. Inspection Schedules. The CGIP has a philosophy of short/no notice inspections in order to minimize wasted preparation time and to give commanders an accurate assessment of day-to-day readiness. Therefore, an inspection schedule will be drafted and executed by the Inspector's office but it will not be published to units and Directorates subject to inspection.

## Guidelines For the Commanding General's Inspection Program

1. The Commanding General shall conduct, or cause to be conducted, on a biennial basis, inspections of all subordinate units and personnel to promote economy, efficiency, effectiveness, and readiness. This authority shall not be sub-delegated.
2. The CGIP should prevent and detect fraud, waste, abuse, discrimination, sexual harassment, environmental noncompliance and related improprieties.
3. Each Commander shall maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in inspection reports.
4. The Combat Center Inspector will ensure the Inspector Division and functional area augment inspectors are qualified and properly trained to conduct inspections.
5. The Combat Center Inspector will be the focal point for all inspections within the command to include monitoring corrective actions taken for findings noted during inspections.
6. Programs will include, as a minimum, the following core inspection functional areas:
  - a. Personnel Administration. Those matters pertaining to personnel management, the morale and welfare of individual Marines and Sailors and their families, and administrative functions critical to the execution of a unit's primary mission; general administration, personnel administration, Marine Corps Total Force System (MCTFS), legal administration, career planning, etc.
  - b. Logistics. Those logistics matters which are critical to the execution of a unit's primary mission; to include supply, maintenance, maintenance management, Marine Corps Automated Readiness Evaluation System (MARES)/Status of Resources and Training System (SORTS) readiness, embarkation, ordnance, and transportation.
  - c. Personnel. Those troop-oriented areas to include: close order drill, clothing and equipment, physical fitness, and weight control/personal appearance.
  - d. Training. Those areas critical to the development and conduct of required training, unit training management, battle skills training/essential subjects, physical conditioning/weight control, Marine Corps Institute (MCI), and Professional Military Education (PME).
  - e. Medical and Dental. Those matters that relate to the health readiness of Marines and Sailors.
  - f. Safety. Those matters that identify hazards and conditions which might expose personnel unnecessarily to injury or health standards, to include aviation safety, ground safety, motor vehicle safety, and industrial hygiene.
  - g. Security. Those matters related to security of classified materials, physical security, and law enforcement.

ENCLOSURE (3)



h. Environmental Compliance. Those environmental matters which are critical to preserving natural and cultural resources entrusted to the Marine Corps. This is accomplished through a command environmental self-audit program.

i. Intelligence. Those matters pertaining to intelligence, counterintelligence, and intelligence oversight.

j. General. Those functional areas required by external sources, mandates, and Marine Corps directives or higher headquarters requiring that inspections be conducted; civilian personnel administration, postal affairs, absentee voting program, and detention facilities. When applicable, each directorate and commander will ensure these functional areas are inspected per current directives and policies.

NOTE: FUNCTIONAL AREA 310 (PERSONNEL INSPECTION) REQUIRES A DISPLAY OF THE WALLOCKER/WARDROBE AND A PERSONNEL UNIFORM INSPECTION. PRIOR TO INSPECTION, COMMANDERS WILL PROVIDE A DIAGRAM OF SUCH DISPLAYS (USING CURRENT DIRECTIVES AND ORDERS AS REFERENCE) TO THE INSPECTOR DIVISION FOR USE AS A GUIDELINE DURING THE INSPECTION.

## Functional Area Augment Inspectors

<u>Code</u>	<u>Description</u>	<u>Staff Cognizance</u>
020	Request Mast	Inspector
030	Homosexual Conduct Policy	Inspector
040	Career Planning	Dir, Manpower
045	Recruiting/Reenlistment	Dir, Manpower
060	Marine Corps Forms and Management Policy	Dir, Manpower
061	Record Management Program	Dir, Manpower
062	General Administration	Dir, Manpower
063	Performance Evaluation System	Dir, Manpower
065	Privacy Act	Dir, Manpower
066	Promotions	Dir, Manpower
070	Personnel Administration	Dir, Manpower
071	Military Awards	Dir, Manpower
080	Manpower Management/Military Pay Systems	Dir, Manpower
090	Legal Administration	Staff Judge Advocate
100	Postal Affairs	Dir, Manpower
120	Personal Affairs	Dir, Manpower
121	Separation and Retirement	Dir, Manpower
122	Transition Assistance Program	Dir, Manpower
130	Ground Safety Matters	Safety Manager
140	Motor Vehicle Safety	Safety Manager
150	Public Affairs	Public Affairs Office
170	Musical Units	Public Affairs Office
190	Equal Opportunity Program	Inspector
200	Substance Abuse Program	Dir, MCCS
210	Absentee Voting Program	Dir, Manpower
270	Security of Classified Information	Security Manager
290	Officer Uniform Inspection	Inspector
300	SNCO Uniform Inspection	Inspector
310	Personnel Inspection	Inspector
316	FWA Oversight and Hotline	Inspector
319	Command Inspection Program	Inspector
320	Drill	Inspector
325	Sword Manual	Inspector
340	Physical Fitness Test	Dir, Operations & Training
350	Weight Control/Military Appearance	Dir, Operations & Training
360	Marksmanship Program	Dir, Operations & Training
380	Unit Training Management	Dir, Operations & Training
381	Water Safety/Survival Program	Dir, Operations & Training
382	Battle Skills Training	Dir, Operations & Training
383	Leadership Training	Dir, Operations & Training
384	Troop Information Program	Dir, Operations & Training
385	Professional Military Education	Dir, Operations & Training
390	MCI Program	Dir, Operations & Training
400	Formal Schools	Dir, Operations & Training
405	Information Systems Management	Dir, Communication & Data
410	Education Program	Dir, MCCS
420	Color Guard	Sergeant Major
430	Interior Guard	Provost Marshal Office
450	PMO Operations	Provost Marshal Office

ENCLOSURE (4)

460	Historical Program	Dir, Operations & Training
480	Physical Security & Combat Terrorism	PMO/ATFP Officer
481	Operational Security	Security Manager
490	Fiscal Matters	Comptroller
500	Medical	CO, Naval Hospital
510	Dental	CO, 23d Dental Co
511	VIP Dental/Support Readiness	CO, 23D Dental Co
520	Religious Ministries	Dir, Religious Ministries
530	Environmental Health	CO, Naval Hospital
561	Garrison Property	Dir, I&L
630	Communication-Electronics	Dir, Communications & Data
635	Communications Security Material System	Security Manager
650	Morale and Welfare Activities	Dir, M CCS
670	Housekeeping	Inspector
680	Bachelor Housing Management	Inspector
700	Food Service Activities	Dir, I&L
760	Maintenance and Operations of Facilities	Dir, I&L
761	Utilities Management	Dir, I&L
762	Energy Conservation	Dir, I&L
763	National Resources Management	Dir, I&L
764	Environmental Program Management	Dir, I&L
765	Fire Prevention and Protection Management	Dir, I&L
766	Industrial Hygiene	CO, Naval Hospital
920	Commercial Activities Program	Dir, I&L/ Dir, M CCS
930	NBC Defense (Individual)	Dir, Operations & Training
950	Detention Spaces	Provost Marshal Office
980	Civilian Leadership Development	Human Resource Officer
991	Semper Fit	Dir, M CCS
992	Government Travel Card	Dir, Manpower
994	Suicide Prevention	Dir, RMD/Dir, M CCS
995	Relocation Assistance	Dir, M CCS

## Inspection Notification Letter and Reports

1. Unit Inspection Notification and Report

a. The unit inspection notification letter and resulting report are prepared by the Combat Center Inspector using the format in Appendix A of this enclosure. The notification letter will be provided to the inspected command 48 hours prior to the inspection. The inspection report will be forwarded, from the Combat Center Inspector, to the commander of the inspected unit within 30 days of the date inspected. Unit inspection reports shall not be forwarded to the commander of the unit inspected from the senior inspector/functional area augment inspector.

b. Inspectors must ensure that all inspection results are factual and are derived from the inspection checklist. Grades listed in the report must be supported by references/documentation. Causative factors and impact of the problems noted should be identified and supported by the findings and discrepancies noted.

c. Inspection reports requiring a written response from the unit inspected will be forwarded to the Inspector Division per Appendix A of this enclosure. Normally, discrepancies issued are easily correctable items and no written response should be required.

ENCLOSURE (5)

Inspection Notification Letter Format

Heading

5040  
32  
date

From: Commanding General, Marine Air Ground Task Force Training Command  
To: Commanding Officer, Officer In Charge

Subj: COMMANDING GENERAL'S INSPECTION PROGRAM

Ref: (a) MCO 5040.6G  
(b) CCO 5040.5H

1. Per the reference, a Commanding General's Inspection Program (CGIP) will be conducted at xxxx on December xxxx. This serves as a 48-hour notice.

2. The following functional areas will be inspected:

<u>Code</u>	<u>Functional Area Description</u>	<u>Inspector</u>
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3. Request a suitable room be provided for In-Brief/Out-Brief with the Commanding Officer or Representative. Also, request command personnel accountable for inspection areas be present at both briefs.

4. Point of contact is (CGIP Administrator), at 830-4872.

Signature of the Combat Center Inspector  
By Direction

## Inspection Report Format

## Heading

5040  
32  
date

From: Combat Center Inspector  
To: Commanding Officer/Officer In Charge

Subj: UNIT INSPECTION REPORT

Ref: (a) MCO 5040.6G  
(b) CCO 5040.5H

1. Per the references, the following report is submitted.

a. Section I

(1) A detailed narrative statement of the unit's overall character, culpability, and ability to accomplish assigned mission, tasks, and functions.

(2) Listing of functional areas inspected and the grade assigned to each functional area.

b. Section II

(1) Findings and Recommendations

(a) Finding #. A statement of fact describing in sufficient detail the deficient condition noted.

(b) Recommendation #. A statement of recommended corrective action to resolve finding noted.

(c) Amplifying comments. Any comments which enhance the understanding of the findings noted or specifics associated with a particular finding or existing situation of interest.

2. Additional areas of priority or concern. Any additional requirements placed upon the commanding officer by the major subordinate commander, for example:

a. It is requested a report of corrective action taken for the non-mission capable areas in Section I and the findings issued in Section II be forwarded to the Headquarters (Attn: Inspector) no later than xx December xxxx (normally allow 45 days to respond).

b. A follow-up inspection will be conducted for those functional areas which were non-mission capable. The follow-up inspection will be unannounced.

Signature of the Combat Center Inspector

ENCLOSURE (5)